



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BADEN-WUERTTEMBERG
UNIT 29237
APO AE 09014-9237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden-Wuerttemberg, Command Policy Memorandum #17, Risk Management

1. References:
 - a. Army FM 5-19, Composite Risk Management, 21 Aug 06.
 - b. DA PAM 385-30, Mishap Risk Management, 10 Oct 07(RAR 001, 1 Feb 10).
 - c. DA PAM 385-10, Army Safety Program, 23 May 08 (RAR 003, 19 Jan 10).
 - d. AR 385-10, The Army Safety Program, 27 Aug 07 (RAR 003, 14 Jun 10).
2. Purpose: Support integration of composite risk management into garrison operations and promote personal risk management by Soldiers and Civilian employees on and off the job.
3. Applicability: All USAG Baden-Wuerttemberg, Heidelberg, Kaiserslautern, Mannheim Soldiers and Department of the Army Civilian employees.
4. Composite Risk Management (CRM) is the cornerstone of our Army's accident prevention program. CRM helps leaders (military and civilian) make informed, conscious decisions to mitigate or accept risk that impacts the mission, Army resources, the environment or the public.
5. Therefore, we will continue to integrate risk management into every facet of the Garrison's mission. The references listed in Paragraph 1 of this memo establish the framework for risk assessment and management activities within the Garrison. To support full integration of CRM every Soldier, U.S. Army Civilian employee and local-national must complete CRM training within 90 days of assignment. Activity leaders will ensure written risk assessments are accomplished for sponsored public events and non-routine tasks, routed through the safety office for review, and approved at the appropriate management level consistent with the level of residual risk (encl 1, Risk Approval Matrix). The written Risk Assessment will be completed using encl 4 (Risk Assessment Worksheet) or similar document. The CRM Risk Level Assignment Matrix at encl 3 will be used to assign appropriate risk levels for each hazard identified. DA Pamphlet 385-30 provides the guidance for acceptance of risk involving explosives, chemical agent and biological safety, where the explosives, chemical agent, and biological agent are the initial cause of the risk and is captured in the attached risk acceptance/approval matrix (encl 2, ECB Risk Acceptance Matrix). Commanders, directors,

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managers and leaders will continue to be held accountable for balancing risks against mission requirements and mitigating risks or stopping operations when the risks are too great.

6. While we are making great strides applying risk management on the job, we are falling short in making it a way of life for our members (Soldiers and Civilians). We have to get rid of the notion that risk management only applies on the job. Nothing is further from the truth.

7. I have rarely heard of an accident that could not have been prevented if the person(s) involved had taken the time to identify and assess the risks involved in the planned activity. Consequently, I am firmly convinced that risk management can make a difference in the personal lives of our members. Risk management can help our members avoid preventable injuries off-the job and protect their loved ones, while helping us sustain or improve our readiness. Commanders and supervisors must make personal risk management the new “norm” for our members whether they are loading a truck with supplies, commuting to and from work, at home engaged in their favorite pastime or on vacation.

8. Towards this end, leaders will ensure every Soldier receives a face-to-face safety briefing and completes the Travel Risk Planning System (TRiPS) assessment before departing on leave, pass, extended weekends, TDY and PCS. Army Civilian (AF, NAF and LN) employees will receive a tailored safety briefing prior to their departure from their duty area on leave, extended weekends, TDY, and PCS. Additionally, Army Civilians will complete TRiPS prior to going TDY or PCS.

9. The proponent for this policy memorandum is USAG Baden-Wuerttemberg Safety Office, DSN 373-5277/9082, commercial 06221-17-5277/9082, or email: usagbw.safety@eur.army.mil.

Encl:

- 1-Risk Approval Matrix
- 2-ECB Risk Acceptance Authority
- 3-Risk Level Assignment Matrix
- 4-Risk Assessment Worksheet



BRYAN D. DECOSTER
COL, MI
Commanding

DISTRIBUTION:

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RISK APPROVAL MATRIX		MITIGATED RISK LEVEL			
TASK/ACTIVITY		E	H	M	L
USAG BADEN-WUERTTEMBERG (USAG-BW)					
Community Event with VIP (GO/SES)	GO	USAG-BW CDR	USAG-BW CDR/DEPUTY	USAG-BW DEPUTY	USAG-BW DEPUTY
Community Event w/o VIP	GO	USAG-BW CDR	USAG-BW CDR/DEPUTY	USAG-BW DEPUTY	USAG-BW DEPUTY
Sports Tournaments/Events	GO	USAG-BW CDR	USAG-BW CDR/DEPUTY	OPR DIRECTOR	OPR DIRECTOR
Organizational Day	GO	USAG-BW CDR	USAG-BW CDR/DEPUTY	USAG-BW DEPUTY	USAG-BW DEPUTY
Change of Command (Senior Officer)	GO	USAG-BW CDR	USAG-BW CDR/DEPUTY	USAG-BW DEPUTY	USAG-BW DEPUTY
Force Protection Exercise	GO	USAG-BW CDR	USAG-BW CDR/DEPUTY	USAG-BW DEPUTY/S3	USAG-BW DEPUTY/S3
BOSS Events	GO	USAG-BW CDR	COMPANY CDR	CSM	CSM
Firing Range	GO	USAG-BW CDR	COMPANY CDR	1st SGT	1st SGT
Activities Involving Children <18 yrs old	GO	USAG-BW CDR	USAG-BW CDR/DEPUTY	USAG-BW DEPUTY	USAG-BW DEPUTY
USAG KAISERSLAUTERN					
Community Event with VIP (GO/SES)	GO	USAG-BW CDR	USAG CDR/DEPUTY	USAG DEPUTY	USAG DEPUTY
Community Event w/o VIP	GO	USAG-BW CDR	USAG CDR/DEPUTY	OPR DIRECTOR	OPR DIRECTOR
Sports Tournaments/Events	GO	USAG-BW CDR	USAG CDR/DEPUTY	OPR DIRECTOR	OPR DIRECTOR
Organizational Day	GO	USAG-BW CDR	USAG CDR/DEPUTY	OPR DIRECTOR	OPR DIRECTOR
Change of Command	GO	USAG-BW CDR	USAG CDR/DEPUTY	USAG DEPUTY	USAG DEPUTY
Force Protection Exercise	GO	USAG-BW CDR	USAG CDR/DEPUTY	USAG DEPUTY/S3	USAG DEPUTY/S3
BOSS Events	GO	USAG-BW CDR	COMPANY CDR	CSM	CSM
Firing Range	GO	USAG-BW CDR	COMPANY CDR	1st SGT	1st SGT
Activities Involving Children <18 yrs old	GO	USAG-BW CDR	USAG CDR/DEPUTY	USAG DEPUTY	USAG DEPUTY
Physical Training	Squad	Platoon	Company	Battalion	
Low Risk	SQD LDR	PLT LDR	CO CDR	USAG CDR	
Moderate Risk	PLT LDR	CO CDR	USAG CDR	USAG-BW CDR	
High Risk	CO CDR	USAG CDR	USAG-BW CDR	GO	GO
Activities Involving Children <18 yrs old					

LEGEND: E: Extremely High Risk H: High Risk M: Moderate Risk L: Low Risk

RISK ACCEPTANCE AUTHORITY FOR ALL SITUATIONS INVOLVING EXPLOSIVES, CHEMICAL AGENT AND BIOLOGICAL SAFETY

RISK ACCEPTANCE MATRIX

CATEGORY OF RISK	DURATION OF RISK			
	24-Hours or Less	***1-Month or Less	1-Year or less	More than 1-Year, Less than 5 Years
Extremely High Risk	General Officer *MSC CG or General Officer	*Army Headquarters Commanding General	Army Headquarters Commanding General	ASA (I&E)
High Risk	Brigade Commanding Officer	Brigade Commanding Officer	*MSG General Officer or General Officer	Army Headquarters Commanding General
Medium Risk	Battalion Commanding Officer	**Battalion Commanding Officer	*Brigade Commanding Officer	*MSC Commanding General or General Officer
Low Risk	**Company Commanding Officer	**Company Commanding Officer	**Battalion Commanding Officer	*Brigade Commanding Officer
Tolerable	None Required	None Required	None Required	None Required

LEGEND FOR TABLE:

In organizations led by civilian leaders, equivalent civilian grades may be substitute for military grades

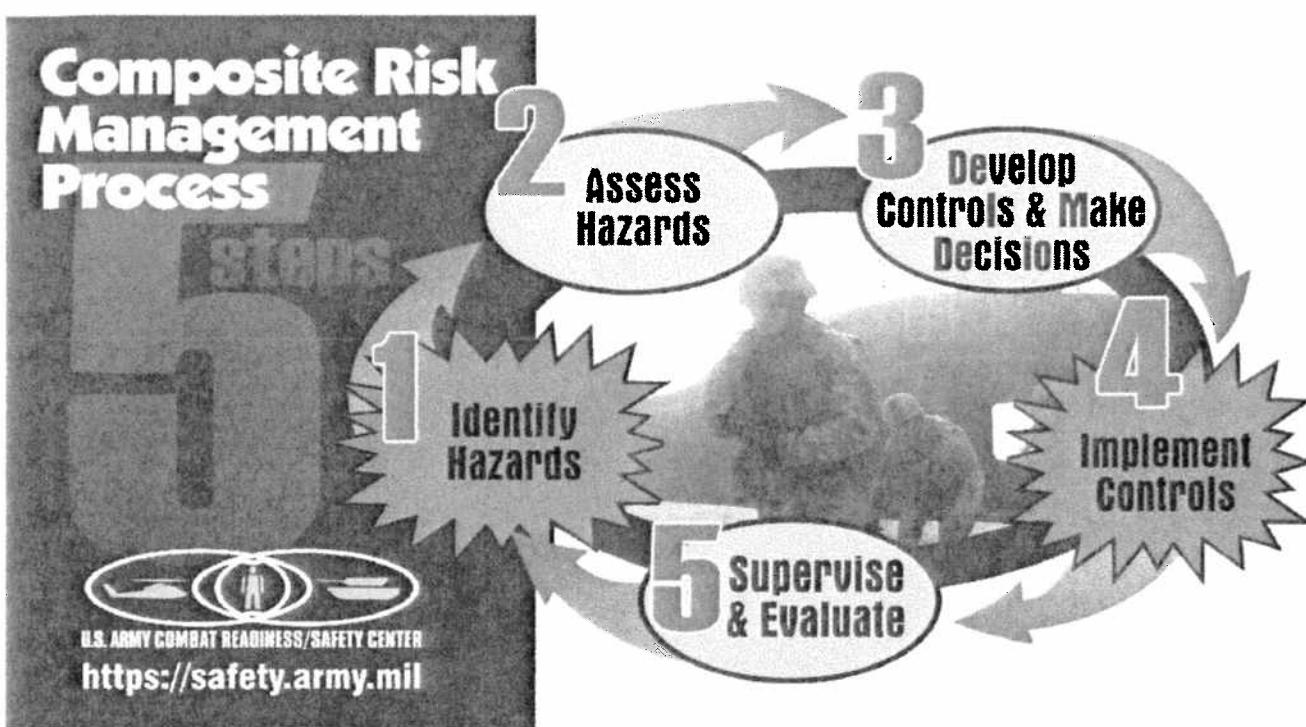
The term "Army Headquarters" used in the table includes ACOMs, ASCCCs, DRUs, and the National Guard Bureau

NOTES:

*May be delegated in Writing authority to accept at the next lower level

**May delegate in writing authority to accept risk at the next lower level to include senior noncommissioned officers

*** A certificate of risk acceptance or System Safety Assessment will be completed for all risk accepted for greater than a week



Composite Risk Management

CRM MATRIX

SEVERITY	HAZARD PROBABILITY				
	Frequent	Likely	Occasional	Seldom	Unlikely
	A	B	C	D	E
Catastrophic	I	EXTREMELY HIGH			
Critical	II		HIGH		
Marginal	III			MODERATE	
Negligible	IV				LOW

USAG Baden-Wuerttemberg - Risk Management Assessment Worksheet

1. Organization-Unit-Event:									
2. Date & Time: From	3. Date & Time: To	4. Date Prepared:		5. Page		OF			
6. Mission-Event-Task:									
7. Prepared by: (Type - Name/Rank/Duty Position/Phone Number)									
8. Person-in-Charge (PIC): (Type - Name/Rank/Duty Position/Phone Number)									
9. Subtasks:		10. Hazards:	11. Initial Risk Level: (Be Specific)	12. Control Measures: (Be Specific)		13. Residual Risk Level: E H M L	14. How to Implement the Controls: (Be Specific)		15. Supervision and Evaluation (Who): (Be Specific)
18. Initiating Authority: (Signature - All Risk Assessments)									
19. Installation Safety Office: (Signature - All Risk Assessments)									
20. DES Office: (Signature - All Risk Assessments)									
21. DPTMS Office: (Signature - All Risk Assessments)									
22. USAG-KL Commander or Deputy Commander (Signature - IAW USAG BW Policy #64)									
23. USAG-BW Commander (Signature - IAW USAG BW Policy #64)									

USAG Baden-Wuerttemberg - Risk Management Assessment Worksheet